



DEPARTMENT OF FINANCIAL SERVICES

Division of Accounting & Auditing – Bureau of Financial Reporting

LOGGER'S INSTRUCTION MANUAL



Local Government Electronic Reporting



DEPARTMENT OF FINANCIAL SERVICES

Division of Accounting & Auditing – Bureau of Financial Reporting

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SECTION ONE: Access

A. Logging Into LOGGER

- 1) Go to <https://apps.fldfs.com/LocalGov/>
- 2) For the username, input your governmental entity's six-digit unit ID.
- 3) Use the password that was assigned to you, or created by your entity. If you are unable to locate the login information, send an email to localgov@myfloridacfo.com or call the Local Government Section at (850) 413-5571.

NOTE: Passwords must be at least eight characters and are case sensitive.



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SECTION TWO: Annual Financial Report (AFR) Management

A. Main Menu Screen

From the Main Menu you can select AFR Management or Reports. AFR Management allows you to view, submit or modify the Annual Financial Report (AFR) and update your contact information.

- For instructions on viewing AFR reports, see page 51.

B. Beginning the AFR Submission Process

1. Click on **AFR Management**.

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AFR Selector Main Menu Reports Logout

User ID: [redacted] Role: LGE
Unit ID: [redacted]

Main Menu

- **AFR Management**
View, Submit, or Modify AFRs & Update General Information
- **Reports**
Generate Canned & Ad-Hoc Reports

The time remaining in the session: 18:26

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2. Choose the appropriate year from the dropdown under **Start New or Continue Unsubmitted AFR**.

2) Click the **Submit** button.

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AFR Selector Main Menu Reports Logout

User ID: [REDACTED] Role: LGE
Unit ID: [REDACTED]

Select An AFR

Start New or Continue Unsubmitted AFR
[Dropdown] [Submit]

Modify or View A Submitted AFR
[Dropdown] [Submit]

The time remaining in the session: 19:49

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3) The **AFR Summary** page displays each required section of the AFR.

- General Information
- Revenues
- Expenditures
- Debt
- Component Units
- Audit
- Certification




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C. General Information

1) Click on **General Information**.

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AFR Summary for 2014

AFR Selector Main Menu Reports Logout

User ID: Unit ID: Role: LGE

Original AFR

Summary Comments Unit Info Amendments

Status: In Progress

AFR Received Date: N/A

Audit Received Date: N/A

Submission Type: None

[Print AFR](#)

• General Information

Update location and contact information for your entity.

• Revenues

Enter revenue balances by account code and fund group.

• Expenditures

Enter expenditure balances by account code, object code, and fund group.

• Debt

Enter formal long-term debt balance.

• Component Units

Enter Component Unit Reporting Type and total revenue, expenditure, and long-term debt balances if applicable based on Component Unit Reporting Type.

• Audit

Verify completion of audit or enter Data Element Worksheet Amounts

• Certification

Certify & submit AFR.

The time remaining in the session: 19:46

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2) Update the information in each field as needed.

- **NOTE:** The Contact and Location Email fields are required fields. This email is used to update you on the status of your AFR and will be kept private.
- **New Fields:** There are two new fields in the General Information starting in 2014. The fields are Location Email and Fiscal Year End.

3) Click **Save** to record the changes.

NOTE: To record the changes you must click **Save** when you are finished updating information.

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[AFR Selector](#) [Back to AFR Summary](#) [Main Menu](#) [Reports](#) [Logout](#)

General Information

User ID: [Redacted] Role: LGE
Unit ID: [Redacted]

Use this screen to update location and contact information. Simply type over the existing information and click the Save button. **Please note that the email address entered in the contact information will be the primary point of contact.**

Location Information	Contact Information
Financial Officer Name: <input type="text"/> Required Field	Contact Person Name: <input type="text"/> Required Field
Financial Officer Title: <input type="text"/> Required Field	Contact Person Title: <input type="text"/> Required Field
Location Phone: <input type="text"/> Ext: <input type="text"/> Required Field	Contact Phone: <input type="text"/> Ext: <input type="text"/> Required Field
Location Fax: <input type="text"/>	Contact Email: <input type="text"/> Required Field
Location Email: <input type="text"/>	Mailing Address: <input type="text"/>
Physical Address: <input type="text"/> Required Field	Address: <input type="text"/> Required Field
Address: <input type="text"/>	Address: <input type="text"/>
City: <input type="text"/> Required Field	City: <input type="text"/> Required Field
State / Zip: <input type="text"/> Required Field	State / Zip: <input type="text"/> Required Field
Fiscal Year End: (Choose fiscal year) <input type="text"/>	

The time remaining in the session: 16:56

4) Click the **Back to AFR Summary** link located in the upper portion of the screen after saving the updated information.

This will return you to the AFR Summary page.



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D. Revenues

1) Click on **Revenues** on the AFR Summary page.

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AFR Selector

Main Menu

Reports

Logout

AFR Summary for 2014

User ID: [REDACTED] Role: LGE
Unit ID: [REDACTED]

• General Information

Update location and contact information for your entity.

• Revenues

Enter revenue balances by account code and fund group.

• Expenditures

Enter expenditure balances by account code, object code, and fund group.

• Debt

Enter formal long-term debt balance.

• Component Units

Enter Component Unit Reporting Type and total revenue, expenditure, and long-term debt balances if applicable based on Component Unit Reporting Type.

• Audit

Verify completion of audit or enter Data Element Worksheet Amounts

• Certification

Certify & submit AFR.

Original AFR

Summary

Comments

Unit Info

Amendments

Status:

In Progress

AFR Received Date:

N/A

Audit Received Date:

N/A

Submission Type:

None

[Print AFR](#)

The time remaining in the session: 19:46

Contact Info

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- 2) The Revenues page will be used to enter revenue amounts by account code and fund group.

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Revenues for 2014

Use this screen to enter revenue balances by account code and fund group. Use the box to the right to add, delete and import lines of revenue data. To update an existing line of revenue data, select the icon in the first column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Revenues" checkbox. This is still true if you have checked the "No Revenues" checkbox. If the "Done Entering Revenues" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

☐ Done Entering Revenues ☐ No Revenues

Edit	Account	General	Special Revenue	Debt Service	Capital Projects	Enterprise	Service	Trust	Other	Unit Units	Total
<input type="checkbox"/>	311000 - Ad Valorem Taxes	9,566,983									9,566,983
<input type="checkbox"/>	311000 - County Ninth-Cent Voted Fuel Tax		978,073								978,073
<input type="checkbox"/>	312410 - First Local Option Fuel Tax		12,209								12,209
<input type="checkbox"/>	312420 - Second Local Option Fuel Tax		229,055								229,055
<input type="checkbox"/>	312420 - Second Local Option Fuel Tax		136								136
<input type="checkbox"/>	312600 - Discretionary Sales Surtaxes		1,632,466								1,632,466
<input type="checkbox"/>	315000 - Communications Service Tax (Chapter 202)	48,306									48,306
<input type="checkbox"/>	322000 - Building Permits	99,857									99,857
<input type="checkbox"/>	325200 - Special Assessments - Charges for Public Services		373,722								373,722
<input type="checkbox"/>	329000 - Other Permits, Fees & Special Assessments	33,336									33,336
Page Total:		9,748,482	3,225,661	0	0	0	0	0	0	0	12,974,143

1 2 3 4 5 6 7 8 9

The Revenues Page

- View Revenue Account Codes** – Opens a PDF document with a list of the year's revenue account codes (can be viewed, saved or printed)
- Import Revenues from Excel** – This functionality allows you to download a template, plug in amounts, and upload it back into the system (useful for large entities who use many account codes) instead of entering the amounts individually through the Add Item button
- Print All Listed Revenues** – This link pulls the saved revenue entries into a document formatted for printing (useful for reviewing entry amounts)
- Done Entering Revenues** – This checkbox must be checked before the system will allow you to enter information in the Audit screen (so you can't certify the AFR until this box is checked)



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- e. **No Revenues** - This checkbox must be checked if the entity has no revenues for the reporting period (make sure you check the Done Entering Revenues checkbox after checking No Revenues)
- f. **Add Item** – Push this button to begin adding lines of revenue information
- g. **Delete All** – Only use this button if you need to completely wipe the information from the current Revenues page (the system allows you to delete individual line items by clicking on the Edit link beside the line)
- h. **Edit** – This link allows you to update or delete the line item

NOTE: The system will not allow you to edit lines if the **Done Entering Revenues** box is checked. Uncheck the box in order to make changes.

- i. **Page Total** – This is the total of the revenue items on the displayed page only (if you use more than 10 account codes, there will be more than one page); there will be a line titled All Page Total at the bottom of the last page



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View Revenue Account Codes

1. To obtain the most recent PDF listing of all revenue account codes for the selected year, click on **View Revenue Account Codes**.
2. The File Download window will appear
3. Click **Open**.

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[AFR Selector](#)
[Back to AFR Summary](#)
[Main Menu](#)
[Reports](#)
[Logout](#)

Revenues for 2014

Use this screen to enter revenue balances by account code and fund group. Use the box to the right to add, delete, and import lines of revenue data. To update an existing line of revenue data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Revenues" checkbox. This is still true if you have checked the "No Revenues" checkbox. If the "Done Entering Revenues" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

[View Revenue Account Codes](#)
[Import Revenues From Excel](#)
[Print All Listed Revenues](#)

☐ Done Entering Revenues
 ☐ No Revenues

[Add Item](#)
[Delete All](#)

Edit	Account	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
<input type="checkbox"/>	311000 - Ad Valorem Taxes	9,566,983										9,566,983
<input type="checkbox"/>	312100 - Local Option Taxes		978,073									978,073
<input type="checkbox"/>	312300 - County Ninth-Cent Voted Fuel Tax		12,209									12,209
<input type="checkbox"/>	312410 - First Local Option Fuel Tax		229,055									229,055
<input type="checkbox"/>	312420 - Second Local Option Fuel Tax		136									136
<input type="checkbox"/>	312600 - Discretionary Sales Surtaxes		1,632,466									1,632,466
<input type="checkbox"/>	315000 - Communications Service Tax (Chapter 202)	48,306										48,306
<input type="checkbox"/>	322000 - Building Permits	99,857										99,857
<input type="checkbox"/>	325200 - Special Assessments - Charges for Public Services		373,722									373,722
<input type="checkbox"/>	329000 - Other Permits, Fees & Special Assessments	33,336										33,336
	Page Total:	9,748,482	3,225,661	0	0	0	0	0	0	0	0	12,974,143

1 2 3 4 5 6 7 8 9

The following is an example of a PDF list of revenue account codes. It can be viewed, saved or printed.

Revenue Account Codes for 2014

Account Code	Description	Specific Category	General Category	Court Related
331320	Federal Grant - Electric Supply System	Physical Environment	Federal Grants	No
331330	Federal Grant - Gas Supply System	Physical Environment	Federal Grants	No
331340	Federal Grant - Garbage/Solid Waste	Physical Environment	Federal Grants	No

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Manually Entering Revenues

1) From the AFR Summary Page, click on **Revenues**.

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AFR Summary for 2014

AFR SelectorMain MenuReportsLogout

User ID: [REDACTED]Role: LGEUnit ID: [REDACTED]

Original AFR

SummaryCommentsUnit InfoAmendments

Status:In Progress

AFR Received Date:N/A

Audit Received Date:N/A

Submission Type:None

[Print AFR](#)

- **General Information**
Update location and contact information for your entity.
- **Revenues**
Enter revenue balances by account code and fund group.
- **Expenditures**
Enter expenditure balances by account code, object code, and fund group.
- **Debt**
Enter formal long-term debt balance.
- **Component Units**
Enter Component Unit Reporting Type and total revenue, expenditure, and long-term debt balances if applicable based on Component Unit Reporting Type.
- **Audit**
Verify completion of audit or enter Data Element Worksheet Amounts
- **Certification**
Certify & submit AFR.

The time remaining in the session: 19:46

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Click on the **Add Item** button.

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[AFR Selector](#) [Back to AFR Summary](#) [Main Menu](#) [Reports](#) [Logout](#)

Revenues for 2014

User ID: [REDACTED] Role: LGE
Unit ID: [REDACTED]

Use this screen to enter revenue balances by account code and fund group. Use the box to the right to add, delete, and import lines of revenue data. To update an existing line of revenue data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Revenues" checkbox. This is still true if you have checked the "No Revenues" checkbox. If the "Done Entering Revenues" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

[View Revenue Account Codes](#) [Import Revenues From Excel](#) [Print All Listed Revenues](#)

☐ Done Entering Revenues ☐ No Revenues

[Add Item](#) [Delete All](#)

Edit	Account	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
	311000 - Ad Valorem Taxes	9,566,983										9,566,983
	312100 - Local Option Taxes		978,073									978,073
	312300 - County Ninth-Cent Voted Fuel Tax		12,209									12,209
	312410 - First Local Option Fuel Tax		229,055									229,055
	312420 - Second Local Option Fuel Tax		136									136
	312600 - Discretionary Sales Surtaxes		1,632,466									1,632,466
	315000 - Communications Service Tax (Chapter 202)	48,306										48,306
	322000 - Building Permits	99,857										99,857
	325200 - Special Assessments - Charges for Public Services		373,722									373,722
	329000 - Other Permits, Fees & Special Assessments	33,336										33,336
	Page Total:	9,748,482	3,225,661	0	0	0	0	0	0	0	0	12,974,143

1 2 3 4 5 6 7 8 9



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The **Account Code** Entry screen will appear.

2) Use the drop down box to select an account code.

NOTE: Each account code can only be used once; once used, it will no longer appear in the list of options in the dropdown.

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Revenues for 2014

Use this screen to enter revenue balances by account code and fund group. Use the box to the right to add, delete, and import lines of revenue data. To update an existing line of revenue data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit this information, you must check the "Reviewed" box. This is still true if you have checked the "Reviewed" box at the time you submit the information.

[View Revenue Account Codes](#) [Import Revenues From Excel](#) [Print All Listed Revenues](#)

User ID: [REDACTED] Role: LGU
Unit ID: [REDACTED]

Account Codes [Dropdown Menu]

Fund Groups

Edit	Account	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
	311000 - Ad Valorem Taxes	9,566,983										9,566,983
	312100 - Local Option Taxes											978,073
	312300 - County Ninth-Cent Voted Fuel Tax											12,209
	312410 - First Local Option Fuel Tax											229,055
	312420 - Second Local Option Fuel Tax											136
	312600 - Discretionary Sales Surtaxes											1,632,466
	315000 - Communications Service Tax (Chapter 202)	48,306										48,306
	322000 - Building Permits	99,857										99,857
	325200 - Special Assessments - Charges for Public Services											373,722
	329000 - Other Permits, Fees & Special Assessments	33,336										33,336
Page Total:		9,748,482	3,225,661	0	0	0	0	0	0	0	0	12,974,143

1 2 3 4 5 6 7 8 9

3) Work down the list and enter the appropriate amounts for each fund group.

NOTE: The amount fields will only allow whole numbers (no decimals).

4) Multiple rows may be entered by clicking **Save/Add Another**.

5) To exit the window without saving the information entered, click **Close**.

6) To exit the window after saving the information entered, click **Save** and then **Close**.



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- 7) Check the **Done Entering Revenues** checkbox. Before the system will allow the AFR to be submitted, the box **Done Entering Revenues** must be checked. This is true even if the **No Revenues** box is checked.

LOCAL GOVERNMENT FINANCIAL REPORTING

Revenues for 2014

AFR Selector Back to AFR Summary Main Menu Reports Logout

User ID: [REDACTED] Role: LGE
Unit ID: [REDACTED]

Use this screen to enter revenue balances by account code and fund group. Use the box to the right to add, delete, and import lines of revenue data. To update an existing line of revenue data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Revenues" checkbox. This is still true if you have checked the "No Revenues" checkbox. If the "Done Entering Revenues" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

[View Revenue Account Codes](#) [Import Revenues From Excel](#) [Print All Listed Revenues](#)

☐ Done Entering Revenues ☐ No Revenues

Add Item Delete All

Edit	Account	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
<input type="checkbox"/>	311000 - Ad Valorem Taxes	9,566,983										9,566,983
<input type="checkbox"/>	312100 - Local Option Taxes		978,073									978,073
<input type="checkbox"/>	312300 - County Ninth-Cent Voted Fuel Tax		12,209									12,209
<input type="checkbox"/>	312410 - First Local Option Fuel Tax		229,055									229,055
<input type="checkbox"/>	312420 - Second Local Option Fuel Tax		136									136
<input type="checkbox"/>	312600 - Discretionary Sales Surtaxes		1,632,466									1,632,466
<input type="checkbox"/>	315000 - Communications Service Tax (Chapter 202)	48,306										48,306
<input type="checkbox"/>	322000 - Building Permits	99,857										99,857
<input type="checkbox"/>	325200 - Special Assessments - Charges for Public Services		373,722									373,722
<input type="checkbox"/>	329000 - Other Permits, Fees & Special Assessments	33,336										33,336
	Page Total:	9,748,482	3,225,661	0	0	0	0	0	0	0	0	12,974,143

1 2 3 4 5 6 7 8 9

- 8) To update an existing line of revenue data, click **Edit** beside the appropriate row and make the adjustment.

NOTE: The system will not allow you to edit lines if the **Done Entering Revenues** box is checked. Uncheck the box in order to make changes.

- 9) Once completed, click **Back to AFR Summary** located in the upper portion of the screen.



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Importing Revenues from Excel

- 1) Click on **Import Revenues From Excel** on the Revenues page.

LOCAL GOVERNMENT FINANCIAL REPORTING

Revenues for 2014

Use this screen to enter revenue balances by account code and fund group. Use the box to the right to add, delete, and import lines of revenue data. To update an existing line of revenue data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Revenues" checkbox. This is still true if you have checked the "No Revenues" checkbox. If the "Done Entering Revenues" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

[View Revenue Account Codes](#) [Import Revenues From Excel](#) [Print All Listed Revenues](#)

☐ Done Entering Revenues ☐ No Revenues

Edit	Account	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
<input type="checkbox"/>	311000 - Ad Valorem Taxes	9,566,983										9,566,983
<input type="checkbox"/>	312100 - Local Option Taxes		978,073									978,073
<input type="checkbox"/>	312300 - County Ninth-Cent Voted Fuel Tax		12,209									12,209
<input type="checkbox"/>	312410 - First Local Option Fuel Tax		229,055									229,055
<input type="checkbox"/>	312420 - Second Local Option Fuel Tax		136									136
<input type="checkbox"/>	312600 - Discretionary Sales Surtaxes		1,632,466									1,632,466
<input type="checkbox"/>	315000 - Communications Service Tax (Chapter 202)	48,306										48,306
<input type="checkbox"/>	322000 - Building Permits	99,857										99,857
<input type="checkbox"/>	325200 - Special Assessments - Charges for Public Services		373,722									373,722
<input type="checkbox"/>	329000 - Other Permits, Fees & Special Assessments	33,336										33,336
Page Total:		9,748,482	3,225,661	0	0	0	0	0	0	0	0	12,974,143


1 2 3 4 5 6 7 8 9

- 2) The Import Account Information screen will appear.
- 3) Download the preformatted Microsoft Excel template by clicking on the link titled **here**. The template has been developed to ensure the format is correct when importing data.



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[Back to AFR Summary](#) [AFR Selector](#) [Main Menu](#) [Reports](#) [Logout](#)

User ID: [REDACTED] Role: LGE
Unit ID: [REDACTED]

Import Account Information

To import any expenditure or revenue data, the spreadsheet format must be the same format as the template provided [here](#). The template has four tabs: "Revenues", "Expenditures" and two additional tabs with examples of how the data should be formatted when entered. After activating this link, save it to your own system and begin inputting the financial data.

Please ensure:

- Tabs must be titled "Revenues" or "Expenditures".
- Column names match those found in the template.
- No decimals are used in the account codes. Ex. 311000 not 311.000
- Balances are posted as whole numbers only. No decimals.
- Files that are submitted must be in Microsoft Excel 95-2007 file format.

The same file can be used to submit both revenue and expenditure sheets as long as the two sheets tabs are named "Revenues" or "Expenditures". You will need to upload the expenditure and revenue sections one at a time by selecting either the revenue or expenditure radio buttons. Then select browse to locate your file from your file system. After selecting "upload", you should see your submission directly loaded to your revenue or expenditure screen.

Please contact the Bureau of Financial Reporting, Local Government Section , localgov@myfloridacfo.com with any questions.

Upload...

What type of data would you like to import?

☐ Revenues ☐ Expenditures

File: [Browse...](#)

[Upload](#)

The time remaining in the session: 19:57

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- 4) Read the information displayed on the Import Account Information screen regarding the data.
- 5) Once the spreadsheet is complete, choose **Revenues** in the **Upload** box to begin the upload process.
- 6) Click the **Browse** button and select the completed file.
- 7) Click the **Upload** button.

NOTE: Importing revenues from Excel will erase any data previously entered.



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- 8) Once the upload is complete the Revenues screen will reappear with the amounts populated.

LOCAL GOVERNMENT FINANCIAL REPORTING

Revenues for 2014

AFR Selector Back to AFR Summary Main Menu Reports Logout

User ID: [REDACTED] Role: LGE
Unit ID: [REDACTED]

Use this screen to enter revenue balances by account code and fund group. Use the box to the right to add, delete, and import lines of revenue data. To update an existing line of revenue data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Revenues" checkbox. This is still true if you have checked the "No Revenues" checkbox. If the "Done Entering Revenues" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

[View Revenue Account Codes](#) [Import Revenues From Excel](#) [Print All Listed Revenues](#)

☐ Done Entering Revenues ☐ No Revenues

Edit	Account	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
<input type="checkbox"/>	311000 - Ad Valorem Taxes	9,566,983										9,566,983
<input type="checkbox"/>	312100 - Local Option Taxes		978,073									978,073
<input type="checkbox"/>	312300 - County Ninth-Cent Voted Fuel Tax		12,209									12,209
<input type="checkbox"/>	312410 - First Local Option Fuel Tax		229,055									229,055
<input type="checkbox"/>	312420 - Second Local Option Fuel Tax		136									136
<input type="checkbox"/>	312600 - Discretionary Sales Surtaxes		1,632,466									1,632,466
<input type="checkbox"/>	315000 - Communications Service Tax (Chapter 202)	48,306										48,306
<input type="checkbox"/>	322000 - Building Permits	99,857										99,857
<input type="checkbox"/>	325200 - Special Assessments - Charges for Public Services		373,722									373,722
<input type="checkbox"/>	329000 - Other Permits, Fees & Special Assessments	33,336										33,336
	Page Total:	9,748,482	3,225,661	0	0	0	0	0	0	0	0	12,974,143

1 2 3 4 5 6 7 8 9



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Check the **Done Entering Revenues** checkbox. Before the system will allow the AFR to be submitted, the box **Done Entering Revenues** must be checked. This is true even if the **No Revenues** box is checked.

LOCAL GOVERNMENT FINANCIAL REPORTING

Revenues for 2014

Use this screen to enter revenue balances by account code and fund group. Use the box to the right to add, delete, and import lines of revenue data. To update an existing line of revenue data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Revenues" checkbox. This is still true if you have checked the "No Revenues" checkbox. If the "Done Entering Revenues" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

[View Revenue Account Codes](#) [Import Revenues From Excel](#) [Print All Listed Revenues](#)

☐ Done Entering Revenues ☐ No Revenues

[Add Item](#) [Delete All](#)

Edit	Account	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
	311000 - Ad Valorem Taxes	9,566,983										9,566,983
	312100 - Local Option Taxes		978,073									978,073
	312300 - County Ninth-Cent Voted Fuel Tax		12,209									12,209
	312410 - First Local Option Fuel Tax		229,055									229,055
	312420 - Second Local Option Fuel Tax		136									136
	312600 - Discretionary Sales Surtaxes		1,632,466									1,632,466
	315000 - Communications Service Tax (Chapter 202)	48,306										48,306
	322000 - Building Permits	99,857										99,857
	325200 - Special Assessments - Charges for Public Services		373,722									373,722
	329000 - Other Permits, Fees & Special Assessments	33,336										33,336
	Page Total:	9,748,482	3,225,661	0	0	0	0	0	0	0	0	12,974,143

1 2 3 4 5 6 7 8 9

- 9) To update an existing line of revenue data, click inside the **Edit** icon box beside the appropriate row and make the adjustment.

NOTE: The system will not allow you to edit lines if the **Done Entering Revenues** box is checked. Uncheck the box in order to make changes.

- 10) Once completed, click **Back to AFR Summary** located in the upper portion of the screen.



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E. Expenditures

- 1) Click on **Expenditures** on the AFR Summary page.

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FLORIDA'S CHIEF FINANCIAL OFFICER

LOCAL GOVERNMENT FINANCIAL REPORTING

[AFR Selector](#) [Main Menu](#) [Reports](#) [Logout](#)

AFR Summary for 2014

User ID: [REDACTED] Role: LGE
Unit ID: [REDACTED]

Original AFR

Summary

Comments

Unit Info

Amendments

Status:

In Progress

AFR Received Date:

N/A

Audit Received Date:

N/A

Submission Type:

None

[Print AFR](#)

- **General Information**
Update location and contact information for your entity.
- **Revenues**
Enter revenue balances by account code and fund group.
- **Expenditures**
Enter expenditure balances by account code, object code, and fund group.
- **Debt**
Enter formal long-term debt balance.
- **Component Units**
Enter Component Unit Reporting Type and total revenue, expenditure, and long-term debt balances if applicable based on Component Unit Reporting Type.
- **Audit**
Verify completion of audit or enter Data Element Worksheet Amounts
- **Certification**
Certify & submit AFR.

The time remaining in the session: 19:46

Contact Info
(850)413-5571
localgov@myfloridacfo.com

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- 2) The Expenditures page will be used to enter expenditures by account code and fund group.

The Expenditures Page

- a. **View Expenditure Account Codes** – Opens a PDF document with a list of the year's expenditure account codes (can be viewed, saved or printed)
- b. **Import Expenditures from Excel** – This functionality allows you to download a template, plug in amounts, and upload it back into the system (useful for large entities who use many account codes) instead of entering the amounts individually through the Add Item button
- c. **Print All Listed Expenditures** – This link pulls the saved expenditure entries into a document formatted for printing (useful for reviewing entry amounts)
- d. **Done Entering Expenditures** – This checkbox must be checked before the system will allow you to enter information in the Audit screen (so you can't certify the AFR until this box is checked)
- e. **No Expenditures** - This checkbox must be checked if the entity has no expenditures for the reporting period (make sure you check the Done Entering Expenditures checkbox after checking No Expenditures)
- f. **Add Item** – Push this button to begin adding lines of expenditure information



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- g. **Delete All** – Only use this button if you need to completely remove the information from the current Expenditure's page (the system allows you to delete individual line items by clicking on the Edit link beside the line)

View Expenditure Account Codes

- 1) To obtain the most recent PDF listing of all expenditure account codes for the selected year, click on **View Expenditures Account Codes**.
- 2) The File Download window will appear
- 3) Click **Open**.

LOCAL GOVERNMENT FINANCIAL REPORTING

Expenditures for 2014

Use this screen to enter expenditure balances by account code and fund group. Use the box to the right to add, delete, and import lines of expenditure data. To update an existing line of expenditure data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Expenditures" checkbox. This is still true if you have checked the "No Expenditures" checkbox. If the "Done Entering Expenditures" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

[View Expenditure Account Codes](#) [Import Expenditures From Excel](#) [Print All Listed Expenditures](#)

☐ Done Entering Expenditures ☐ No Expenditures

[Add Item](#) [Delete All](#)

No Expenditures Have Been Entered

File Download

Do you want to open or save this file?

Name: ExpendituresAccountCodes.pdf
Type: Adobe Acrobat 7.0 Document, 10.4 KB
From: appst.fldfs.com

[Open](#) [Save](#) [Cancel](#)

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

The following is an example of a PDF list of expenditure account codes. It can be viewed, saved or printed.

Expenditure Account Codes for 2014

Account Code	Description	Function Code	Court Related
511	Legislative	General Government	No
512	Executive	General Government	No
513	Financial and Administrative	General Government	No



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Manually Entering Expenditures

- 1) From the **Summary Page**, click on **Expenditures**.

LOCAL GOVERNMENT FINANCIAL REPORTING

[AFR Selector](#) [Main Menu](#) [Reports](#) [Logout](#)

AFR Summary for 2014

User ID: [REDACTED] Role: LGE
Unit ID: [REDACTED]

Original AFR

Summary

Comments

Unit Info

Amendments

Status:

In Progress

AFR Received Date:

N/A

Audit Received Date:

N/A

Submission Type:

None

[Print AFR](#)

• General Information

Update location and contact information for your entity.

• Revenues

Enter revenue balances by account code and fund group.

• Expenditures

Enter expenditure balances by account code, object code, and fund group.

• Debt

Enter formal long-term debt balance.

• Component Units

Enter Component Unit Reporting Type and total revenue, expenditure, and long-term debt balances if applicable based on Component Unit Reporting Type.

• Audit

Verify completion of audit or enter Data Element Worksheet Amounts

• Certification

Certify & submit AFR.

The time remaining in the session: 19:46

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Click on the **Add Item** button.

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Expenditures for 2014

Use this screen to enter expenditure balances by account code and fund group. Use the box to the right to add, delete, and import lines of expenditure data. To update an existing line of expenditure data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Expenditures" checkbox. This is still true if you have checked the "No Expenditures" checkbox. If the "Done Entering Expenditures" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

☐ Done Entering Expenditures ☐ No Expenditures

Add Item **Delete All**

No Expenditures Have Been Entered

The time remaining in the session: 19:58

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The Account Code Entry screen will appear.

2) Use the drop down box to select an account code.

NOTE: Each account code can only be used once; once used, it will no longer appear in the list of options in the dropdown.

3) Use the drop down box to select an object code.

LOCAL GOVERNMENT FINANCIAL REPORTING

Expenditures for 2014

Use this screen to enter expenditure balances by account code and fund group. Use the box to the right to add, delete, and import lines of expenditure data. To update an existing line of expenditure data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Expenditures" checkbox. This is still true if you have checked the "No Expenditures" checkbox. If the "Done Entering Expenditures" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

☐ Done Entering Expenditures ☐ No Expenditures

Account Codes **Delete All**

Object Codes

Fund Groups:

General

Special Revenue

Debt Service

Capital Projects

Permanent

Enterprise

Internal Service

Pension

Trust

Component Units

Total

Save/Add Another **Save** **Close**




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- 4) Work down the list and enter the appropriate amounts for each fund group.

NOTE: The amount fields will only allow whole numbers (no decimals).

- 5) Multiple rows may be entered by clicking **Save/Add Another**.
- 6) To exit the window without saving the information entered, click **Close**.
- 7) To exit the window after saving the information entered, click **Save** and then **Close**.

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LOCAL GOVERNMENT FINANCIAL REPORTING

Expenditures for 2014

Use this screen to enter expenditure balances by account code and fund group. Use the box to the right to add, delete, and import lines of expenditure data. To update an existing line of expenditure data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Expenditures" checkbox. This is still true if you have checked the "No Expenditures" checkbox. If the "Done Entering Expenditures" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

[View Expenditure Account Codes](#) [Print All Listed Expenditures](#)

☒ Done Entering Expenditures ☐ No Expenditures

Account	General	Special Revenue	Debt Service	Capital Projects	Perman	Enterprise	Internal Service	Pension	Trust	Component Units	Total
744 - Clerk of Court Administration - County Civil		2,103									2,103
30 - Operating Expenses											
764 - Clerk of Court Administration - Traffic		90,740									90,740
10 - Personal Services											
764 - Clerk of Court Administration - Traffic		4,519									4,519
30 - Operating Expenses											
764 - Clerk of Court Administration - Traffic		4,586									4,586
60 - Capital Outlay											
Page Total:	0	101,948	0	0	0	0	0	0	0	0	101,948
Grand Total:	14,908,984	6,162,724	0	0	0	7,632,867	0	0	0	0	28,704,575

1 2 3 4 5 6 7 8 9 10 11

- 8) Check the **Done Entering Expenditures** checkbox. Before the system will allow the AFR to be submitted, the box **Done Entering Expenditures** must be checked. This is true even if the **No Expenditures** box is checked.
- 9) To update an existing line of expenditure data, click **Edit** beside the appropriate row and make the adjustment.

NOTE: The system will not allow you to edit lines if the **Done Entering Expenditures** box is checked. Uncheck the box in order to make changes.

- 10) Once completed, click **Back to AFR Summary** located in the upper portion of the screen.



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Importing Expenditures from Excel

- 1) Click on **Import Expenditures From Excel** on the Expenditures page.

LOCAL GOVERNMENT FINANCIAL REPORTING

Expenditures for 2014

Use this screen to enter expenditure balances by account code and fund group. Use the box to the right to add, delete, and import lines of expenditure data. To update an existing line of expenditure data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Expenditures" checkbox. This is still true if you have checked the "No Expenditures" checkbox. If the "Done Entering Expenditures" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

[View Expenditure Account Codes](#) [Import Expenditures From Excel](#) [Print All Listed Expenditures](#)

☐ Done Entering Expenditures ☐ No Expenditures

[Add Item](#) [Delete All](#)

No Expenditures Have Been Entered

The time remaining in the session: 13:26

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Local intranet | Protected Mode: Off



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- 2) The Import Account Information screen will appear.
- 3) Download the preformatted Microsoft Excel template by clicking on the link titled **here**. The template has been developed to ensure the format is correct when importing data.
- 4) Read the information displayed on the Import Account Information screen regarding the data.
- 5) Once the spreadsheet is complete, choose **Expenditures** in the **Upload** box to begin the upload process.

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LOCAL GOVERNMENT FINANCIAL REPORTING

Back to AFR Summary AFR Selector Main Menu Reports Logout

User ID: [redacted] Role: LGE
Unit ID: [redacted]

Import Account Information

To import any expenditure or revenue data, the spreadsheet format must be the same format as the template provided [here](#).
The template has four tabs: "Revenues", "Expenditures" and two additional tabs with examples of how the data should be formatted when entered. After activating this link, save it to your own system and begin inputting the financial data.

Please ensure:

- Tabs must be titled "Revenues" or "Expenditures".
- Column names match those found in the template.
- No decimals are used in the account codes. Ex. 311000 not 311.000
- Balances are posted as whole numbers only. No decimals.
- Files that are submitted must be in Microsoft Excel 95-2007 file format.

The same file can be used to submit both revenue and expenditure sheets as long as the two sheets tabs are named "Revenues" or "Expenditures". You will need to upload the expenditure and revenue sections one at a time by selecting either the revenue or expenditure radio buttons. Then select browse to locate your file from your file system. After selecting "upload", you should see your submission directly loaded to your revenue or expenditure screen.

Please contact the Bureau of Financial Reporting, Local Government Section , localgov@myfloridacfo.com with any questions.

Upload...

What type of data would you like to import?
☐ Revenues ☒ Expenditures

File: Browse...

Upload

The time remaining in the session: 19:57

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- 6) Click the **Browse** button and select the completed file.
- 7) Click the **Upload** button.

NOTE: Importing expenditures from Excel will erase any data previously entered.



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Division of Accounting & Auditing – Bureau of Financial Reporting

- 8) Once the upload is complete the Expenditures screen will appear with the amounts populated.

LOCAL GOVERNMENT FINANCIAL REPORTING

Expenditures for 2014

Use this screen to enter expenditure balances by account code and fund group. Use the box to the right to add, delete, and import lines of expenditure data. To update an existing line of expenditure data, select the icon in the edit column beside the appropriate row. Fields will only allow whole numbers (no decimals).

Before the system will allow you to submit your AFR, you must check the "Done Entering Expenditures" checkbox. This is still true if you have checked the "No Expenditures" checkbox. If the "Done Entering Expenditures" checkbox is not checked at the time you submit the AFR, you will receive an error message and the AFR will not submit.

[View Expenditure Account Codes](#) [Import Expenditures From Excel](#) [Print All Listed Expenditures](#)

☐ Done Entering Expenditures ☐ No Expenditures

[Add Item](#) [Delete All](#)

Edit	Account	General	Special Revenue	Debt Service	Capital Projects	Personal	Enterprise	Internal Service	Pension	Trust	Component Units	Total
	511 - Legislative 10 - Personal Services	1,662,862										1,662,862
	511 - Legislative 30 - Operating Expenses	1,053,728										1,053,728
	511 - Legislative 60 - Capital Outlay	140,226										140,226
	511 - Legislative 80 - Grants and Aids	83,719										83,719
	512 - Executive 10 - Personal Services	80,135										80,135
	512 - Executive 30 - Operating Expenses	4,662										4,662
	513 - Financial and Administrative 10 - Personal Services	176,858										176,858
	513 - Financial and Administrative 30 - Operating Expenses	4,884										4,884
	514 - Legal Counsel 30 - Operating Expenses	74,196										74,196
	515 - Comprehensive Planning 10 - Personal Services	111,565										111,565
	Page Total:	3,392,835	0	0	0	0	0	0	0	0	0	3,392,835

1 2 3 4 5 6 7 8 9 10 11

- 9) Before the system will allow the AFR to be submitted, the box **Done Entering Expenditures** must be checked. This is true even if the **No Expenditure** box is checked. If the **Done Entering Expenditures** box is not checked when the AFR is submitted, an error message will be displayed.

- 10) To update an existing line of revenue data, click inside the **Edit** icon box beside the appropriate row and make the adjustment.

NOTE: If you need to adjust or add an entry **AND** the **Done Entering Expenditures** box is checked, uncheck the box in order to make changes.

- 11) Once completed, click **Back to AFR Summary** located in the upper portion of the screen.



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Debt

Debt is used to record a formal long-term debt balance that is not due for actual payment within the current fiscal year. This could include but not limited to notes and bonds, claims and judgments, landfill closure and post closure care costs that are not due for payment in the current period. This does not include informal liability such as compensated leave liability.

- 1) To get started click on **Debt**.

The screenshot shows the 'LOCAL GOVERNMENT FINANCIAL REPORTING' interface for the 'AFR Summary for 2014'. The left sidebar contains a list of sections: General Information, Revenues, Expenditures, Debt, Component Units, Audit, and Certification. A red arrow points to the 'Debt' section. The main content area is titled 'Original AFR' and contains a table with the following information:

Summary	Comments	Unit Info	Amendments
Status:	In Progress		
AFR Received Date:	N/A		
Audit Received Date:	N/A		
Submission Type:	None		

At the bottom of the interface, there is a footer with the text 'The time remaining in the session: 19:52' and 'Contact Info (850)413-5571'.



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The next screen will appear.

NOTE: A value must be entered into this field that is **equal to zero (0) or greater**. No negative numbers may be entered. Click **Save** then **Back to AFR Summary**.

Component Units

Enter component unit reporting type and total revenue, expenditure, and long-term debt balances if applicable.

- 1) To get started, click on **Component Units**.



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The next screen will appear.

- 2) Click an **Edit** box beside each of the component units listed to enter the pop-up input section.

LOCAL GOVERNMENT FINANCIAL REPORTING

[Back to AFR Summary](#) [AFR Selector](#) [Main Menu](#) [Reports](#) [Logout](#)












Component Units for 2014

User ID: [REDACTED]
Unit ID: [REDACTED]

To input Component Unit information, select the icon in the edit column beside the appropriate row.

NOTE: Only those who are blended or discretely reported will be prompted to enter revenue, expenditure, and long-term debt amounts. Component Units with zero revenues and expenditures will still be required to enter long-term debt.

To set up a new Component Unit, contact the Department of Financial Services' Bureau of Financial Reporting, Local Government Section at (850) 413-5571 or email your request to localgov@myfloridacfo.com.

Edit	Component Unit	Type	Total Revenues	Total Expenditures	Total Debt
	300518 - Broward County Community Redevelopment Agency				
	300519 - Broward County Educational Facilities Authority				
	300520 - Broward County Health Facilities Authority				
	300521 - Broward County Housing Finance Authority				
	300522 - Broward County Water Control District #3				
	300523 - Broward County Water Control District #2				
	300524 - Broward County Water Control District #4				
	300089 - Broward Solid Waste Disposal District				
	500030 - Clerk of Courts - Broward County				
	300526 - Cocomar Water Control District				
	500029 - Governmental Leasing Corporation				

Done

Local intranet | Protected Mode: Off

100%



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- 3) Each of the component units listed will need to be accessed and updated via the pop-up screen (below) with any financial data you are required to report on behalf of your government's component units - even if it's considered a Zero District.
- 4) When done inputting information for your component unit, click **Save Item** and proceed to the next component unit on your screen.

LOCAL GOVERNMENT FINANCIAL REPORTING

Component Units for 2014

Back to AFR Summary | AFR Selector | Main Menu | Reports | Logout

User ID: [REDACTED]
Unit ID: [REDACTED]

To input Component Unit information, select the icon in the edit column beside the appropriate row.

NOTE: Only those who are blended or discretely reported will report debt amounts. Component Units with zero revenues and expenditures will report zero.

To set up a new Component Unit, contact the Department of Financial Services, Bureau of Financial Reporting, at (850) 413-5571 or email your request to bfreporting@fldfs.com.

Edit	Component Unit	Total Revenues	Total Expenditure	Total Debt
	300518 - Broward County Community Redevelopment Agency			
	300519 - Broward County...			
	300520 - Broward County...			
	300521 - Broward County...			
	300522 - Broward County...			
	300523 - Broward County Water Control District #2			
	300524 - Broward County Water Control District #4			
	300089 - Broward Solid Waste Disposal District			
	500030 - Clerk of Courts - Broward County			
	300526 - Coccomar Water Control District			
	500029 - Governmental Leasing Corporation			

300518 - Broward County Community Redevelopment Agency

Reporting Type

☐ Blended in Primary Report

☐ Independently Reported

☐ Discretely Reported

☐ Zero Revenues And Expenditures

☐ No Report Submitted

Total Revenues **Total Expenditure** **Total Debt**

Save Item **Close** **Delete Data**



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Audit

The Audit section of the AFR will need to be completed before the AFR can be submitted. The revenue and expenditures sections must be completed before starting this section. This will determine if an audited financial statement is required for the reported year.

1) To get started, click on **Audit**.

LOCAL GOVERNMENT FINANCIAL REPORTING

AFR Summary for 2014

AFR Selector Main Menu Reports Logout

User ID: [REDACTED]
Unit ID: [REDACTED]

Original AFR

Summary Comments Unit Info Amendments

Status: In Progress
AFR Received Date: N/A
Audit Received Date: N/A
Submission Type: None
[Print AFR](#)

- **General Information**
Update location and contact information for your entity.
- **Revenues**
Enter revenue balances by account code and fund group.
- **Expenditures**
Enter expenditure balances by account code, object code, and fund group.
- **Debt**
Enter formal long-term debt balance.
- **Component Units**
Enter Component Unit Reporting Type and total revenue, expenditure, and long-term debt balances if applicable based on Component Unit Reporting Type.
- **Audit**
Verify completion of audit or enter Data Element Worksheet Amounts
- **Certification**
Certify & submit AFR.

The time remaining in the session: 18:55

Contact Info
(850) 419-5571

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DEPARTMENT OF FINANCIAL SERVICES

Division of Accounting & Auditing – Bureau of Financial Reporting

Audit (Continued)

The next screen will appear.

- 2) If an audit was required due to the revenue and expenditure balances posted, you will need to click **Yes** (pursuant to S. 218.39, F.S.). If an audit was not required, click **No** and proceed to Step 4.

LOCAL GOVERNMENT FINANCIAL REPORTING

Back to AFR Summary AFR Selector Main Menu Reports Logout

Audit for 2014

User: [redacted]
Unit ID: [redacted] District

Pursuant to Section 218.32(d), Florida Statutes, governments that meet a revenue and expenditure balance threshold are required to submit an independently audited financial statement with their AFR. If an audit is completed, you will be prompted to supply firm and completion information. If an audit is not required, you will be prompted to the Auditor General's Data Element Worksheet which is required pursuant to Section 218.32 (e), Florida Statutes.

The Florida Department of Financial Services encourages an audit to be electronically submitted in a PDF format, or provide a web link to the audit in an email to localgov@myfloridacfo.com.

To successfully submit the AFR, either the audit information or the Data Element Worksheet must be completed.

Was an audit performed? ☐ Yes ☐ No

The time remaining in the session: 19:48

Contact Info
(850)413-5571
localgov@myfloridacfo.com
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Done Local intranet | Protected Mode: Off 100%



DEPARTMENT OF FINANCIAL SERVICES

Division of Accounting & Auditing – Bureau of Financial Reporting

Audit (Continued)

If **Yes** was selected, you will be directed to the following screen.

3) Enter the applicable information and click **Save**.

LOCAL GOVERNMENT FINANCIAL REPORTING

[Back to AFR Summary](#) [AFR Selector](#) [Main Menu](#) [Reports](#) [Logout](#)

Audit for 2014

User ID: [REDACTED] Role: LGE
Unit ID: [REDACTED]

Pursuant to Section 218.32(d), Florida Statutes, governments that meet a revenue and expenditure balance threshold are required to submit an independently audited financial statement with their AFR. If an audit is completed, you will be prompted to supply firm and completion information. If an audit is not required, you will be prompted to the Auditor General's Data Element Worksheet which is required pursuant to Section 218.32(6), Florida Statutes.

The Florida Department of Financial Services encourages an audit to be electronically submitted in a PDF format, or provide a web link to the audit in an email to localgov@myfloridafso.com.

To successfully submit the AFR, either the audit information or the Data Element Worksheet must be completed.

Was an audit performed? ☒ Yes ☐ No

Completion date of the financial audit:

Firm Name:

Firm Phone:

Firm Address:

Save



DEPARTMENT OF FINANCIAL SERVICES
Division of Accounting & Auditing – Bureau of Financial Reporting

Audit (Continued)

If an audit was not required (and not done) the next screen will appear.

- 4) Below is the Auditor General's Data Element Worksheet. Its completion is required pursuant to statute if the independently audited financial statement was not required. The AFR can't be submitted without the independent auditor information completed (above) or the Auditor General's Data Element Worksheet.

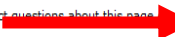
Element Worksheet which is required pursuant to Section [218.32 \(e\)](#), Florida Statutes.















The Florida Department of Financial Services encourages an audit to be electronically submitted in a PDF format, or provide a web link to the audit in an email to localgov@mvlfloridastfo.com.

To successfully submit the AFR, either the audit information or the Data Element Worksheet must be completed.

Was an audit performed? ☐ Yes ☒ No

To input amounts, select the icon in the edit column beside the appropriate row. All fields must be complete in order to submit. Any whole number is valid, including zero and negatives.

Please direct questions about this page  to the Auditor General's Office at (850) 487-9031 or E-mail: flaudgen_localgovt@aud.state.fl.us.

Edit	Number	Title	Amount
	1	Unreserved Fund Balance	
	2	Unrestricted Net Assets	
	3	Cash and Investments - Governmental	
	4	Cash and Investments - Proprietary	
	5	Current Liabilities - Governmental	
	6	Current Liabilities - Proprietary	
	7	Long-Term Debt	
	8	Total Revenues - Governmental	
	9	Intergovernmental Revenues	
	10	Total Expenditures - Governmental	
	11	Debt Service Expenditures	
	12	Total Operating Revenues - Proprietary	
	13	Intergovernmental Revenues - Proprietary	
	14	Total Operating Expenses - Proprietary	

Done

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100%



DEPARTMENT OF FINANCIAL SERVICES
Division of Accounting & Auditing – Bureau of Financial Reporting

- 5) Click the **Edit** box to the left of the data elements to input amounts.

Element Worksheet which is required pursuant to Section [218.32 \(e\)](#), Florida Statutes.

The Florida Department of Financial Services encourages an audit to be electronically submitted in a PDF format, or provide a web link to the audit in an email to localgovt@myfloridafso.com.

To successfully submit the AFR, either the audit information or the Data Element Worksheet must be completed.

Was an audit performed? ☐ Yes ☒ No

To input amounts, select the icon in the edit column beside the appropriate row. All fields must be complete in order to submit. Any whole number is valid, including zero and negatives.

Please direct questions about this page directly to the Auditor General's Office at (850) 487-9031 or E-mail: flaudgen_localgovt@aud.state.fl.us.

Edit		x	ount
	7. Long-Term Debt		
	a. UASH Account: 203.900 through 239.900 ending in .900 (NOT .000)		
	b. Fund(s) Included: Governmental Funds (General, Debt Service, Capital Projects, and Special Revenue)		
	c. Description: Amounts owed that come due beyond the current year.		
	d. Source: Found on the Reconciliation of the Balance Sheet to the Statement of Net Assets - Governmental Funds		
	e. Calculation: Can be calculated (if you do not produce the reconciliation) by summing all liabilities that fall into the "Non-Current" or "Long-Term" category for all Governmental Funds		
		Save Item	Close
	9 Intergovernmental Revenues		
	10 Total Expenditures - Governmental		
	11 Debt Service Expenditures		
	12 Total Operating Revenues - Proprietary		
	13 Intergovernmental Revenues - Proprietary		
	14 Total Operating Expenses - Proprietary		

- 6) Enter the amount in the box on the top right.
- 7) Once the amount is entered, click **Save Item**.
- 8) Proceed to the next data element until all amounts are entered.



DEPARTMENT OF FINANCIAL SERVICES

Division of Accounting & Auditing – Bureau of Financial Reporting

Certification

Before electronically submitting the AFR, the government's CFO and one of the elected officials/chairman must electronically certify the submission.

- 1) To begin the certification process, click on **Certification**.

LOCAL GOVERNMENT FINANCIAL REPORTING

AFR Summary for 2014

AFR Selector Main Menu Reports Logout

Unit ID: 501214 - Blackman Fire District

Original AFR

Summary	Comments	Unit Info	Amendments
Status: In Progress			
AFR Received Date: N/A			
Audit Received Date: N/A			
Submission Type: None			
Print AFR			

- **General Information**
Update location and contact information for your entity.
- **Revenues**
Enter revenue balances by account code and fund group.
- **Expenditures**
Enter expenditure balances by account code, object code, and fund group.
- **Debt**
Enter formal long-term debt balance.
- **Audit**
Verify completion of audit or enter Data Element Worksheet Amounts
- **Certification**
Certify & submit AFR.

The time remaining in the session: 19:09

Contact Info
(850)413-5571
localgov@myfloridacfo.com
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DEPARTMENT OF FINANCIAL SERVICES

Division of Accounting & Auditing – Bureau of Financial Reporting

Certification (Continued)

The next screen will appear.

- The local government's CFO and chairman/elected official must electronically certify the submission. Each can attest to the three (3) questions concerning financial emergency and the AFR/audit balances by reading each statement and clicking on **Yes** or **No**.

- Select the appropriate supporting documentation that will accompany the AFR.
- Click the box to certify that the contact information provided in the General Information section is accurate and complete.



DEPARTMENT OF FINANCIAL SERVICES

Division of Accounting & Auditing – Bureau of Financial Reporting

Certification (Continued)

- 5) Both the CFO and the chairman/elected official must complete the appropriate box. Each must click the **Agree** box and click **Save** or **Submit AFR**.
- 6) If there are any sections left incomplete, the submission will not occur and an error message explaining which sections need to be completed will appear.

SECTION THREE: Reports

The reporting module is available to governments, legislative and executive branch staff, and the public. This section can be accessed two different ways.

First from the main login screen click on the **Reports** link located at the top of the page.

LOCAL GOVERNMENT FINANCIAL REPORTING

Login Page

Input your government's six digit Unit ID for the User Name and the Password assigned for your government from the Department of Financial Services. Upon your first successful login, you will be prompted to change the password to one of your choosing.

If you need to obtain your government's Unit ID or Password, contact the Department of Financial Services' Bureau of Financial Reporting, Local Government Section at (850) 413-5571 or e-mail your password request to localgov@myfloridacfo.com.

Username:

Password:

Log In

Contact Info
(850)413-5571
localgov@myfloridacfo.com
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Or this section can be accessed if you are already logged into LOGER by following the steps below.



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Division of Accounting & Auditing – Bureau of Financial Reporting

Second, from the Main Menu click on **Reports**.

LOCAL GOVERNMENT FINANCIAL REPORTING

AFR Selector Main Menu Reports Logout

User ID: [redacted] Role: LGE
Unit ID: [redacted]

Main Menu

- **AFR Management**
View, Submit, or Modify AFRs & Update General Information
- **Reports**
Generate Canned & Ad-Hoc Reports

The time remaining in the session: 17:48

Contact Info
(850)413-5571
localgov@myfloridacfo.com
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DEPARTMENT OF FINANCIAL SERVICES

Division of Accounting & Auditing – Bureau of Financial Reporting

Standard Reports

The following screen will appear.

The homepage of the reporting application is the list of standard reports available. The data is live at the point of the Bureau of Financial Reporting certification of the submitted Annual Financial Report (AFR). Only one year can be chosen for one report due to the size of the reports generated.

To select a report:

1. Choose the year.
2. Choose the report.
3. Choose either Excel or Adobe PDF.
4. Click **Get Report**.

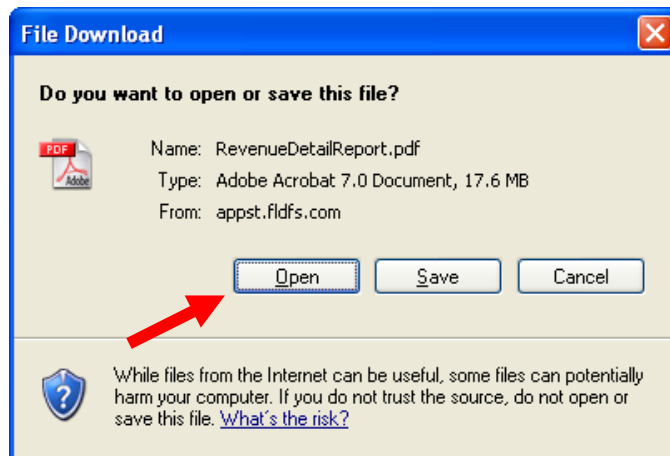


DEPARTMENT OF FINANCIAL SERVICES

Division of Accounting & Auditing – Bureau of Financial Reporting

Standard Reports (Continued)

5. Click **Open**.



The following are examples of reports that will appear.



DEPARTMENT OF FINANCIAL SERVICES

Division of Accounting & Auditing – Bureau of Financial Reporting

REVENUE DETAIL REPORT

The revenue and expenditure detail reports are very similar in format to the submitted AFR. The main difference is that the report sub-totals the general categories.

Revenue Detail For Fiscal Year Ended 2013											
100001 Alachua											
Ad Valorem Taxes	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
311000 - Ad Valorem Taxes	92,969,245	16,291,928	2,728,291								111,989,462
Category Total	92,969,245	16,291,928	2,728,291								111,989,462
General Government Taxes	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
312100 - Local Option Taxes		3,575,187									3,575,187
312300 - County Ninth-Cent Voted Fuel Tax			1,165,397								1,165,397
312410 - First Local Option Fuel Tax		3,378,974									3,378,974
312420 - Second Local Option Fuel Tax			2,472,807								2,472,807
312600 - Discretionary Sales Surtaxes											0
314100 - Utility Service Tax - Electricity		6,083,440									6,083,440
314300 - Utility Service Tax - Water		1,083,523									1,083,523
314700 - Utility Service Tax - Fuel Oil											0
314800 - Utility Service Tax - Propane		609,147									609,147
315000 - Communications Service Tax (Chapter 202)		4,738,108									4,738,108
316000 - Local Business Tax (Chapter 205)	235,709										235,709
Category Total	235,709	16,469,379	3,638,204								23,342,292
Permits, Fees and Licenses	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
322000 - Building Permits						1,008,928					1,008,928
323500 - Franchise Fee - Cable Television											0
323700 - Franchise Fee - Solid Waste						278,453					278,453
324110 - Impact Fees - Residential - Public Safety				42,884							42,884
324120 - Impact Fees - Commercial - Public Safety				12,450							12,450
324310 - Impact Fees - Residential - Transportation				1,065,234							1,065,234
324320 - Impact Fees - Commercial - Transportation				123,076							123,076
324610 - Impact Fees - Residential - Culture/Recreation				68,668							68,668
325100 - Special Assessments - Capital Improvement		48,482		37,017							85,499
325200 - Special Assessments - Charges for Public Services		4,621,233				3,282,933					7,894,166
326000 - Other Permits, Fees & Special Assessments		328,421				352,796					681,217
367000 - Licenses						14,700					14,700
Category Total		4,968,136		1,349,129		4,617,808					11,265,073
Federal Grants	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
331100 - Federal Grant - General Government	5,317	40,286									45,603
331200 - Federal Grant - Public Safety	33,850	1,078,866									1,112,716
331390 - Federal Grant - Other Physical Environment		8,759									8,759
331490 - Federal Grant - Other Transportation				73,532							73,532
331500 - Federal Grant - Economic Environment		1,557,198									1,557,198
331690 - Federal Grant - Other Human Services		1,356,985									1,356,985
Category Total	39,167	4,042,074		73,532							4,154,773
State Grants	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
334200 - State Grant - Public Safety		230,550									230,550
334360 - State Grant - Other Physical Environment		507,799									507,799

Tuesday, September 23, 2014

Page 1 of 1132



DEPARTMENT OF FINANCIAL SERVICES

Division of Accounting & Auditing – Bureau of Financial Reporting

REVENUE, EXPENDITURE AND DEBT TOTALS

The Revenue, Expenditure and long term debt report is the CFO's reporting requirement cited in Section 218.32(2), F.S.

Revenue, Expenditure and Debt Totals for FY 2013

Unit ID	Unit Name	Governing Authority (if applicable)	Total Revenues	Total Expenditures	Total Debt	AFR Received Date
300556	Escambia County Law Library	Escambia	83,776	79,202	0	
300587	Arlington Special Dependent District	Hillsborough	6,611	4,690	0	
300591	Bloomingdale Special Taxing District	Hillsborough	629,066	669,786	0	
300592	Boyette Springs Special Dependent District	Hillsborough	51,105	50,456	0	
300593	Brandon Groves North Service District	Hillsborough	6,742	2,090	0	
300602	Hammock Woods Service District	Hillsborough	17,600	17,802	0	
300614	Logan Gate Village Special Dependent District	Hillsborough	128,866	112,726	0	
300617	Northdale Special District	Hillsborough	312,678	384,581	0	
300619	South Pointe Service District	Hillsborough	5,308	4,984	0	
300620	Sugarwood Groves Special District	Hillsborough	2,586	4,865	0	
300625	Waterford Special Dependent District	Hillsborough	60,250	58,152	0	
301523	Westchester Special Dependent District	Hillsborough	63,664	59,838	0	
300655	Marion County Industrial Development Authority	Marion	0	0	0	
300685	Palm Beach County Educational Facilities Authority	Palm Beach	20,258	8,571	0	
100058	Sarasota		734,344,794	623,653,208	566,504,052	1/28/2014
301302	Englewood Community Redevelopment Agency	Sarasota	1,226,151	742,728	0	1/28/2014
300722	Sarasota County Health Facilities Authority	Sarasota	0	0	0	1/28/2014
300723	Sarasota County Law Library	Sarasota	123,132	105,230	0	1/28/2014
300724	Sarasota County Mosquito Control District	Sarasota	3,629,772	3,679,908	0	1/28/2014
300740	Volusia County Educational Facilities Authority	Volusia	15,370	15,370	201,788,039	
300741	Volusia County Health Facilities Authority	Volusia	135	3,265	0	
300850	Apalachicola Housing Authority	Apalachicola	171,267	395,390	0	
300953	Housing Authority of Bartow	Bartow	781,824	855,290	53,078	8/22/2014
200021	Bay Lake		5,239,168	4,986,926	0	1/15/2014
300890	Housing Authority of The City of Bradenton	Bradenton	3,090,864	3,902,100	28,504	



DEPARTMENT OF FINANCIAL SERVICES

Division of Accounting & Auditing – Bureau of Financial Reporting

Ad-Hoc Reports

There are four steps to generate an ad-hoc report:

- 1) On the Reports menu, select **Create a Report**.

LOCAL GOVERNMENT FINANCIAL REPORTING

AFR Selector Main Menu Reports Logout

User ID: [REDACTED] Role: LGE
Unit ID: [REDACTED]

Reports

Select a report below or create your own report.

Select a Year

- ☐ 1993 ☐ 2004
- ☐ 1994 ☐ 2005
- ☐ 1995 ☐ 2006
- ☐ 1996 ☐ 2007
- ☐ 1997 ☐ 2008
- ☐ 1998 ☐ 2009
- ☐ 1999 ☐ 2010
- ☐ 2000 ☐ 2011
- ☐ 2001 ☐ 2012
- ☐ 2002 ☐ 2013
- ☐ 2003

Select a Report

- ☐ Revenue Account Code List
- ☐ Revenue Details
- ☐ Expenditure Account Code List
- ☐ Expenditure Details
- ☐ Compliant Governments
- ☐ Non-Compliant Governments
- ☐ Total Revenues, Expenditures and Debt

Get Report

Can't Find the information your looking for? Then create your own report by using our report creator.

Create A Report



DEPARTMENT OF FINANCIAL SERVICES

Division of Accounting & Auditing – Bureau of Financial Reporting

Ad-Hoc Reports (Continued)

The screen below will appear.

LOCAL GOVERNMENT FINANCIAL REPORTING

[AFR Selector](#) [Main Menu](#) [Reports](#) [Logout](#)

User ID: [REDACTED] Role: LGE
Unit ID: [REDACTED]

Create Reports

Local Budgets

Step 1:
Select the Year(s) you would like to search on.

☐ 1993 ☐ 1994 ☐ 1995 ☐ 1996 ☐ 1997 ☐ 1998 ☐ 1999 ☐ 2000
☐ 2001 ☐ 2002 ☐ 2003 ☐ 2004 ☐ 2005 ☐ 2006 ☐ 2007 ☐ 2008
☐ 2009 ☐ 2010 ☐ 2011 ☐ 2012 ☐ 2013

Step 2:
Select up to five government units.

Counties

Cities:

Special Districts

Other Entities:

Selected Entities
No Entities Selected.

Step 3:
Select the account categories or use the advanced search to find specific account codes

[Basic](#) [Advanced](#)

Revenues Categories

- ☐ Ad Valorem Taxes
- ☐ Contributions and Donations
- ☐ Court-Related Revenues
- ☐ Federal Grants
- ☐ Federal Payments in Lieu of Taxes
- ☐ General Government Taxes

Expenditure Categories

- ☐ Circuit Court-Civil
- ☐ Circuit Court-Criminal
- ☐ Circuit Court-Family
- ☐ Circuit Court-Juvenile
- ☐ Circuit Court-Probate
- ☐ County Court-Civil

Done Local intranet | Protected Mode: Off 100%



DEPARTMENT OF FINANCIAL SERVICES

Division of Accounting & Auditing – Bureau of Financial Reporting

- 2) Select the **year/years** that the report will detail.
- 3) Select **the local governments** that the report will feature. There can be a total of five local governments selected for each report generated.

Ad-Hoc Reports (Continued)

- 4) Select the revenue and expenditure categories in which the report will display.

Basic View = The revenues and expenditures are grouped into their general categories.

Advanced View = The revenues and expenditures are selected by their specific account code.

Example of Basic View

Step 3:
Select the account categories or use the advanced search to find specific account codes

Basic **Advanced**

Revenues Categories

- ☐ Ad Valorem Taxes
- ☐ Contributions and Donations
- ☐ Court-Related Revenues
- ☐ Federal Grants
- ☐ Federal Payments in Lieu of Taxes
- ☐ General Government Taxes
- ☐ Interest and Other Earnings
- ☐ Judgments, Fines and Forfeits
- ☐ Local Government Unit Grants
- ☐ Local Payments in Lieu of Taxes
- ☐ Miscellaneous Revenues
- ☐ Other Sources
- ☐ Other Sources-Transfers
- ☐ Permits, Fees and Licenses
- ☐ Rents and Royalties
- ☐ Sales
- ☐ Service Charges
- ☐ Shared Local Government Unit Grants
- ☐ Special Assessments/Impact Fees
- ☐ State Grants
- ☐ State Payments in Lieu of Taxes
- ☐ State Shared

Expenditure Categories

- ☐ Circuit Court-Civil
- ☐ Circuit Court-Criminal
- ☐ Circuit Court-Family
- ☐ Circuit Court-Juvenile
- ☐ Circuit Court-Probate
- ☐ County Court-Civil
- ☐ County Court-Criminal
- ☐ County Court-Traffic
- ☐ Culture/Recreation
- ☐ Economic Environment
- ☐ General Court Administration
- ☐ General Court Operations
- ☐ General Government
- ☐ Human Services
- ☐ Other Uses
- ☐ Physical Environment
- ☐ Public Safety
- ☐ Schools
- ☐ Transportation

Run Reports

☐ PDF ☐ Excel ☐ XML

Local intranet | Protected Mode: Off



DEPARTMENT OF FINANCIAL SERVICES

Division of Accounting & Auditing – Bureau of Financial Reporting

Ad-Hoc Reports (Continued)

Advance View Sample where the user has the option of drilling down their request to the account code level.

Other Entities:

Step 3:
Select the account categories or use the advanced search to find specific account codes

[Reload Year Accounts](#)

2012
Revenue:
Expenditure:

2013
Revenue:
Expenditure:

311000 - Ad Valorem Taxes
312100 - Local Option Taxes
312300 - County Ninth-Cent Voted Fuel Tax
312410 - First Local Option Fuel Tax
312420 - Second Local Option Fuel Tax
312510 - Fire Insurance Premium Tax (Firefighters' Pension)
312520 - Casualty Insurance Premium Tax (Police Officers' Retirement)
312600 - Discretionary Sales Surtaxes
314100 - Utility Service Tax - Electricity
314300 - Utility Service Tax - Water
314400 - Utility Service Tax - Gas
314700 - Utility Service Tax - Fuel Oil
314800 - Utility Service Tax - Propane
314900 - Utility Service Tax - Other
315000 - Communications Service Tax (Chapter 202)
316000 - Local Business Tax (Chapter 205)
319000 - Other General Taxes
322000 - Building Permits
323100 - Franchise Fee - Electricity
323200 - Franchise Fee - Telecommunications
323300 - Franchise Fee - Water
323400 - Franchise Fee - Gas
323500 - Franchise Fee - Cable Television
323600 - Franchise Fee - Sewer
323700 - Franchise Fee - Solid Waste
323900 - Franchise Fee - Other
324110 - Impact Fees - Residential - Public Safety
324120 - Impact Fees - Commercial - Public Safety
324210 - Impact Fees - Residential - Physical Environment

Selected Accounts
No Accounts Have Been Selected.

☐ PDF ☐ Excel ☐ XML

Local intranet | Protected Mode: Off

**DEPARTMENT OF FINANCIAL SERVICES*****Division of Accounting & Auditing – Bureau of Financial Reporting******Basic View Report Sample*****Local Government General Ad Hoc Report****2012****Alachua**

Revenue

Ad Valorem Taxes	115,603,834
Federal Grants	8,866,182
Interest and Other Earnings	2,130,518
Total	126,600,534

Expenditure

Culture/Recreation	3,531,100
General Government	87,529,748
Public Safety	104,230,803
Total	195,291,651

Altamonte Springs

Revenue

Ad Valorem Taxes	8,368,809
Federal Grants	42,578
Interest and Other Earnings	6,462,025
Total	14,873,412

Expenditure

Culture/Recreation	3,886,448
General Government	15,091,376
Public Safety	11,319,350
Total	30,297,174



DEPARTMENT OF FINANCIAL SERVICES

Division of Accounting & Auditing – Bureau of Financial Reporting

Advanced View Report Sample

Local Government Advanced Ad Hoc Report											
2011											
100001 Alachua											
Revenue	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
311000 - Ad Valorem Taxes	97,373,387	17,269,974	2,906,504	0	0	0	0	0	0	0	117,549,865
331100 - Federal Grant - General Government	107,370	54,811	0	0	0	0	0	0	0	0	161,981
361100 - Interest	578	548,875	108,471	471,291	0	13,825	94,854	0	0	11,720	1,247,214
Total	97,481,335	17,871,260	3,014,975	471,291	0	13,825	94,854	0	0	11,720	118,959,080
Expenditure	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
572.10 - Parks and Recreation - Personal Services	175,478	484,081	0	8,552	0	0	0	0	0	0	668,111
572.30 - Parks and Recreation - Operating Expenses	210,595	637,558	0	1,500,027	0	0	0	0	0	0	2,348,180
572.60 - Parks and Recreation - Capital Outlay	6,250	31,085	0	417,798	0	0	0	0	0	0	455,133
517.70 - Debt Service Payments - Debt Service	0	0	33,175,784	0	0	0	0	0	0	0	33,175,784
521.10 - Law Enforcement - Personal Services	23,897,227	1,081,517	0	0	0	0	0	0	0	0	24,978,744
521.30 - Law Enforcement - Operating Expenses	4,238,017	1,526,182	0	0	0	0	0	0	0	0	5,764,179
521.60 - Law Enforcement - Capital Outlay	1,212,366	752,720	0	223,082	0	0	0	0	0	0	2,188,168
521.80 - Law Enforcement - Grants and Aids	0	69,334	0	0	0	0	0	0	0	0	69,334
Total	29,739,933	4,812,457	33,175,784	2,149,459	0	0	0	0	0	0	69,877,633
200003 Altamonte Springs											
Revenue	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
311000 - Ad Valorem Taxes	8,923,857	2,061,206	0	0	0	0	0	0	0	0	8,985,063
331100 - Federal Grant - General Government	118,946	0	0	0	0	0	0	0	0	0	118,946
361100 - Interest	538,614	529,214	0	640,968	0	538,304	28,286	184,486	0	0	2,459,872
Total	7,581,417	2,590,420	0	640,968	0	538,304	28,286	184,486	0	0	11,563,861
Expenditure	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
572.10 - Parks and Recreation - Personal Services	2,233,083	0	0	0	0	0	0	0	0	0	2,233,083
572.30 - Parks and Recreation - Operating Expenses	458,805	0	0	0	0	0	0	0	0	0	458,805
572.60 - Parks and Recreation - Capital Outlay	3,347	0	0	99,072	0	0	0	0	0	0	102,419
521.10 - Law Enforcement - Personal Services	9,101,916	0	0	0	0	0	0	0	0	0	9,101,916
521.30 - Law Enforcement - Operating Expenses	355,446	8,338	0	0	0	0	0	0	0	0	363,784
521.60 - Law Enforcement - Capital Outlay	28,976	17,448	0	26,182	0	0	0	0	0	0	72,606
Total	12,179,553	25,786	0	125,254	0	0	0	0	0	0	12,330,593
2012											
100001 Alachua											
Revenue	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
311000 - Ad Valorem Taxes	98,126,757	16,880,557	2,796,510	0	10	0	0	0	0	0	115,803,834
331100 - Federal Grant - General Government	7,366	0	0	0	0	0	0	0	0	0	7,366
361100 - Interest	1,134	541,804	90,313	443,915	0	12,495	96,423	0	0	3,213	1,189,297
Total	99,135,257	17,222,361	2,886,823	443,915	10	12,495	96,423	0	0	3,213	118,800,497
Expenditure	General	Special Revenue	Debt Service	Capital Projects	Permanent	Enterprise	Internal Service	Pension	Trust	Component Units	Total
572.10 - Parks and Recreation - Personal Services	207,059	454,048	0	7,479	0	0	0	0	0	0	668,586
572.30 - Parks and Recreation - Operating Expenses	256,951	655,805	0	27,736	0	0	0	0	0	0	940,292
572.60 - Parks and Recreation - Capital Outlay	1,165	8,998	0	1,781,999	0	0	0	0	0	0	1,772,160
517.70 - Debt Service Payments - Debt Service	0	0	25,485,963	0	0	0	0	0	0	0	25,485,963

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DEPARTMENT OF FINANCIAL SERVICES

Division of Accounting & Auditing – Bureau of Financial Reporting

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